



**The Licensing Team**  
Environmental Health & Housing  
North Devon Council  
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**NOTIFICATION FOR PERSONAL ALCOHOL LICENCE HOLDER  
CHANGE OF NAME AND/OR ADDRESS**

**Form Ref: LA03/PA20**

**Privacy Notice – privacy & data protection**

North Devon Council, the Data Controller, collects personal information when you contact us for the licensing services we provide. We will use this information to provide these services, such as the granting of a licence, permit, registration or receipt of a notice.

We may need to share your information with other departments in North Devon Council or external/ third parties, where this is necessary to perform our public functions & services as provided by law.

For more information as a Data Subject regarding privacy & data protection, including how we manage your personal information, data retention and your rights, please see our Privacy Notice on the website: [www.northdevon.gov.uk/privacy](http://www.northdevon.gov.uk/privacy)

If you require this document in an alternative format, please contact us.

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You should keep a copy of the completed form for your records.

**NOTIFICATION FOR PERSONAL ALCOHOL LICENCE HOLDER CHANGE OF  
NAME AND/OR ADDRESS**

The Licensing Act 2003 (Personal Licences) Regulations 2005,  
Regulation 8

<b>Part 1 Your Old Personal Details (as shown on your Personal Licence)</b>	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <i>(please specify)</i>	
Surname	
Forenames	
Address (as shown on your Personal Licence)	
Post Town	Postcode
Your Personal Licence Number	

<b>New Details</b>	
<b>Your New Name</b> <i>(if you have not changed your name please cross through this section)</i>	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <i>(please specify)</i>	
Surname	
Forenames	
<b>Your New Address</b> <i>(if you have not changed your address please cross through this section)</i>	
Post Town	Postcode
TELEPHONE NUMBERS	Daytime
	Evening
	Mobile
	Fax Number
E-mail address:	

<b>Part 2 Address for correspondence associated with this application (if different to the address above)</b>	
Post Town	Postcode
TELEPHONE NUMBERS	Daytime
	Evening
	Mobile
	Fax Number
E-mail address (if you would prefer us to correspond with you by e-mail)	

**Part 4 Checklist**

Please tick ✓

- |  |                          |
|--|--------------------------|
| • I have enclosed my NDDC Personal Alcohol Licence   | <input type="checkbox"/> |
| • I have enclosed my NDDC Personal Alcohol Licence Badge   | <input type="checkbox"/> |
| • I have enclosed payment of the appropriate fee ( <b>£10.50</b> )<br><i>(make cheques payable to North Devon Council)</i> | <input type="checkbox"/> |

**Part 5 Declaration**

**The information contained in this form is correct to the best of my knowledge and belief.**

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal or change of address of a **Personal Alcohol Licence**. (A person is to be treated as making a false statement if they produce, furnish, sign or otherwise make use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale [£5000].

Signature:

Date: